

United States of America

Office of  
Personnel Management

Washington, D.C. 20415

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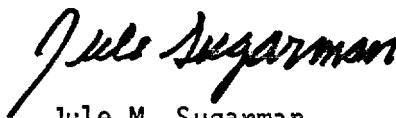
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MEMORANDUM FOR DIRECTORS OF PERSONNEL

SUBJECT: Congressional Award for Exemplary Service to the Public

Courtesy in the manner in which Federal employees deal with the public is a matter of high and continuing priority to the President and the Congress. The Office of Personnel Management, as part of its efforts to improve courtesy to the public throughout the Federal Government, is cooperating with Congressman Elliott H. Levitas and Congressman Benjamin A. Gilman in administering an honorary awards program to recognize individuals or groups that provide exemplary service to the public. This program was announced to agency heads by letter jointly signed by the Congressmen and implemented through a memorandum from Director Campbell. (Copies are attached.)

Your help and support is needed to (1) publicize this program within your agency, (2) use your organization's incentive awards authorities to recognize outstanding performance in this area and (3) nominate individuals and groups whose achievements in serving the public merit consideration for the Congressional Award for Exemplary Service to the Public. Nominations are due October 17. Other details concerning criteria and format for nominations are contained in the attachment. Also attached is a list of some suggested ways in which you might use your Incentive Awards Program to support this effort. Your cooperation is greatly appreciated.



Jule M. Sugarman  
Deputy Director

Attachments